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Mrs Abigail Birch  
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## JOB DESCRIPTION – Midday Supervisor

### Name

<b>POST</b>	Midday supervisor at Ifield School for pupils with Profound, Severe and Complex Special Educational Needs
<b>SALARY</b>	Kent Range 3
<b>LOCATION</b>	The post will be based at Ifield School which caters for pupils aged 4 to 19 with Profound, Severe and Complex Special Educational Needs, some of who have Communication and Interaction Difficulties.

### Purpose of the Job

The primary purpose of the midday supervisor to supervise the pupils during the mealtime and playtime period, ensuring their wellbeing and safety at all times.

You will work as part of the school team and under the direction of the Head of School, Leadership team and teachers, to assist with supporting the needs of the pupils. Working alongside the teachers and teaching assistants, supervising pupils and assisting them during the mealtime and playtime period.

### Reporting to:

1. Head of School
2. Leadership team
3. Liaise with teachers, teaching assistants, speech and language team and school nurse

### RESPONSIBLE FOR:

Supervision, safety and wellbeing of pupils during the lunchtime and playtime periods.

### RESPONSIBILITIES AND DUTIES:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

1. Supervising the pupils in the dining hall and playground areas, working together with teachers and teaching assistants to ensure learning and behaviour is exemplary.
2. Ensuring pupils behave in a safe and organised manner when queuing for their meal.
3. Encouraging and assisting pupils to eat and drink, this will include cutting up food and assisting with feeding and pupil's personal needs.
4. Have the ability to recognise and deal with medical and emergency situations whilst supervising the pupils during the mealtime and playtime periods, ensuring the school nurse and leadership team are alerted so that appropriate treatment is administered.
5. Any ancillary duties, which will include cleaning up spillages/tables and ensuring the floor is hazard free and following hygiene procedures at all times.
6. Follow school procedures at all times to ensure the safety and wellbeing of all pupils

The midday supervisor will make the welfare and safety of pupils their first priority, and is accountable for achieving the highest possible standards in work and conduct. The midday supervisor should act with honesty and integrity to uphold comparable standards. By demonstrating values and behaviours consistent with their professional role.

### **PROFESSIONAL STANDARDS**

The Ifield School professional standards which are set out in four strands.

**Personal and professional conduct      Knowledge and understanding**

**Teaching and learning**

**Working with others**

#### **Personal and Professional Conduct**

The midday supervisor is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for a midday supervisor.

The midday supervisor upholds public trust in the profession and maintains high standards of ethics and behaviour, within and outside school by:

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.

- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

### **Knowledge and understanding**

#### **The midday supervisor will:**

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Understand their roles and responsibilities within the whole school context.

### **Teaching and Learning**

#### **The midday supervisor will:**

- Promote, support and facilitate participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Communicate effectively and sensitively with pupils to adapt to their needs.
- Maintain a stimulating and safe environment by organising and managing physical space and resources.

### **Working with Others**

#### **The midday supervisor will:**

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory staff, e.g. speech and language therapist.

- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

**Other duties and responsibilities**

**The midday supervisor will:**

- Set a good example with dress code, punctuality and attendance.
- Attend team and staff meetings and training, where appropriate.
- Be proactive when relating to health and safety.
- To participate in the school's appraisal and to take part in arrangements for further training.
- Undertake professional duties that may be reasonably assigned by the Head of School.
- Arrange administration of general first aid when required and provide appropriate response to medical emergencies, liaising with Head of School, Leadership Team and School Nurse.
- Work closely with Head of School, staff and site team.
- Undertake other duties from time to time as the Headteacher requires.
- Maintain health and safety.

**"Only the best for Ifield School"**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to realise their full potential, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

Signed:	Signed:
<b>Head of School: Miss Maddy Jones</b>	Name:
Date:	Date: